



FOREIGN AFFAIRS MANUAL

VOLUME 6 – General Services

Transmittal Letter: GS-59

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6 FAM

100 TRAVEL, TRANSPORTATION, AND STORAGE; 220 PERSONAL PROPERTY MANAGEMENT; 230 DOMESTIC PERSONAL PROPERTY MANAGEMENT; 610 SAFETY/HEALTH AND ENVIRONMENTAL MANAGEMENT PROGRAM; AND 700 FOREIGN BUILDINGS OPERATIONS

MAJOR CHANGES

1. Due to the integration of USIA with the Department of State, the following regulations have been revised:

- Chapter 100, *Travel, Transportation, and Storage*;
- Subchapter 220, *Personal Property Management*;
- Subchapter 230, *Domestic Personal Property Management*;
- Subchapter 610, *Safety/Health and Environmental Management Program*; and
- Chapter 700, *Foreign Buildings Operations*.

2. In addition to the incorporation of USIA regulations, subchapter 220, *Personal Property Management*, has been completely revised.

3. Subchapter 150, *Per Diem*, also has revisions to sections 151.3 and 156.1.

4. Subchapter 720, *Housing Abroad Program*, also has revisions to section 727.3-4.

5. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

6. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to International Broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

7. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy the text of the old chapter 6 FAM 100, as well as any exhibits (issued under TL:GS-57, dated 01-27-1999 and TL:GS-58, dated 06-28-1999; 300 pages total) and replace it with the attached revised chapter 100 (291 pages total).

2. Remove and destroy the text of the old subchapters 6 FAM 220 and 230, as well as any exhibits (issued under TL:GS-53, dated 10-31-1997; 96 pages total) and replace it with the attached revised subchapters 220 and 230 (91 pages total).

3. Remove and destroy the text of the old subchapter 6 FAM 610, as well as any exhibits (issued under TL:GS-51, dated 05-23-1997; 30 pages total) and replace it with the attached revised subchapter 610 (30 pages total).

4. Remove and destroy the text of the old chapter 6 FAM 700, as well as any exhibits (issued under TL:GS-43, dated 4-27-96 and TL:GS-53, dated 10-31-97; 272 pages total) and replace it with the attached revised chapter 700 (270 pages total).

5. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:GS-59, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* (unclassified) official version can be found on State Department's Intranet site at <http://99.1.1.27>.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PRD and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

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